

Kansas City Composite Squadron Position Policies

LEGAL OFFICER (JA) (CAPP 203)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Squadron Commander and Wing Legal Officer

Advises on legal implications of CAP programs and activities (subject to the constraints imposed by local law on the unauthorized practice of law) to include:

- Assist other CAP units and the Wing Legal officer if requested
- Interpretation of laws and regulations
- Contracts and agreements
- Insurance
- Real Estate
- Taxation
- Investigation
- Corporate records and organizations
- Relations with local agencies
- Render legal advice and opinions regarding CAP activities as requested
- Assist the unit safety officer in conducting investigations

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- Advise the unit commander and investigating officer on processing complaints in accordance with CAPR 123-2
- Advise commanders on initiation of termination actions and serve as CAP representative at termination appeals hearings as appropriate CAPR 35-5
- Assist in notification procedures in case of death, injury or serious illnesses of CAP members CAPR 35-2
- Review and comply with all relevant National, Wing and Squadron Policies
- Ensure compliance and submit a completed self SUI for Inspector General by 1st of September annually to the Squadron Commander
- Serve on unit membership board and other committees as directed by the unit commander CAPM 39-2

The legal officer at all levels should be familiar and monitor compliance with the CAP Constitution and Bylaws, CAP regulations and with 5 U.S.C. 8141, 10 U.S.C. 9441, and 36 U.S.C. 40301-40307